

# ACTIVE ALIGNERS

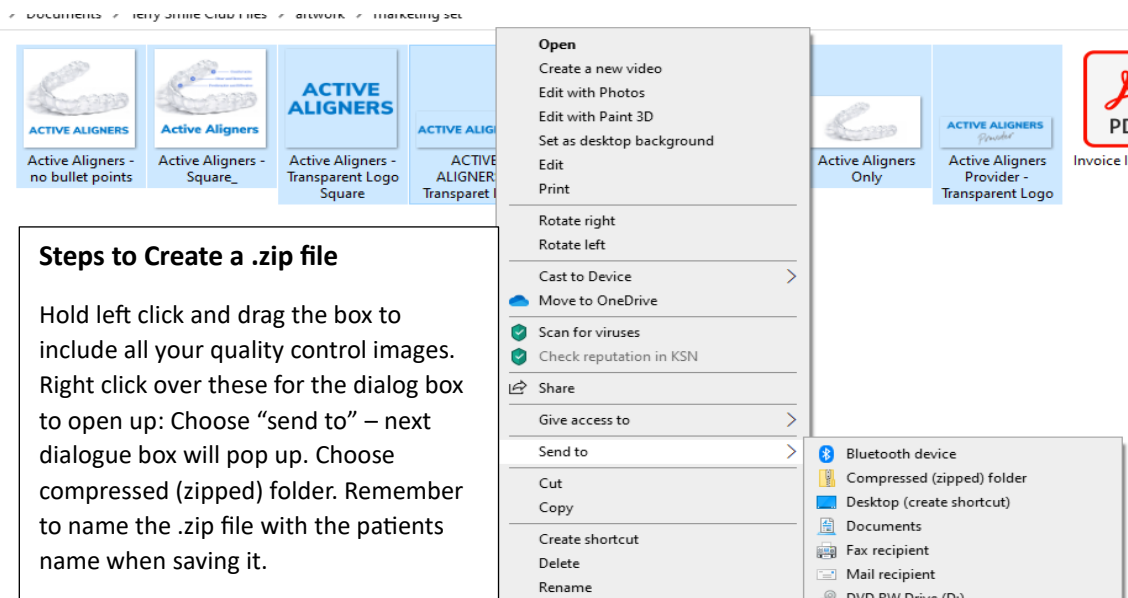
## Platform basics for creating a new case:

**NB! The Dental Professionals login is the only login that can create a new case for that Practice on the Platform.** Once the new case has been created by the Dental Professional the LAB is able to update with any scan files that come from Scans sent directly to the LAB or digitally scanned impressions.

Please send scans to [submissions@smileclublab.co.za](mailto:submissions@smileclublab.co.za)

## Creating a new case:

The only way to create a new case is to use a .zip file. This file can contain quality control images and/or scans if you have them.



**Steps to Create a .zip file**

Hold left click and drag the box to include all your quality control images. Right click over these for the dialog box to open up: Choose "send to" – next dialogue box will pop up. Choose compressed (zipped) folder. Remember to name the .zip file with the patients name when saving it.

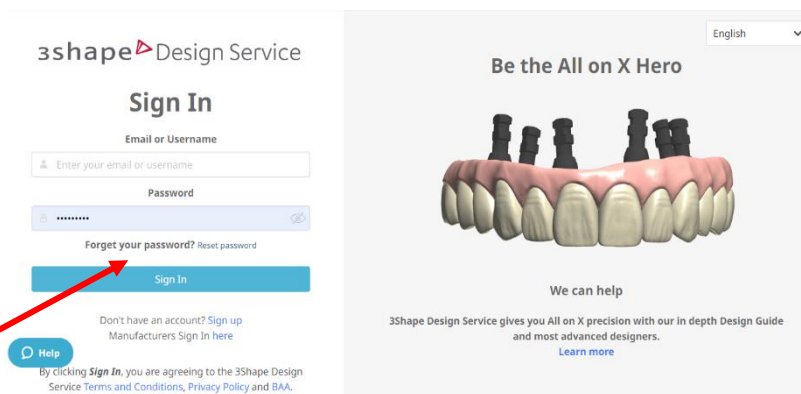
## STEPS TO CREATE A CASE

1. Check That the .zip file is saved under patient\_name.zip
2. Log in to the 3 Shape Design Portal:

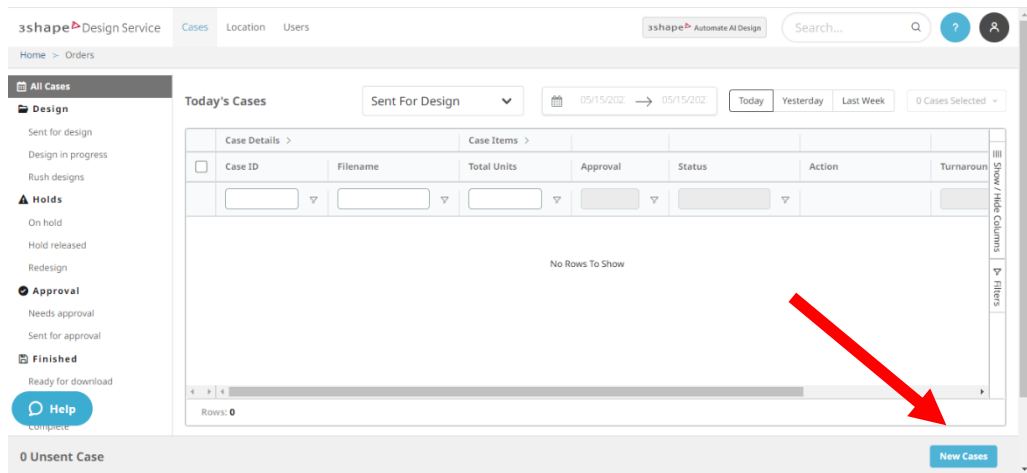
<https://design.3shape.com/> (Your username is your email address). You can also do so through the Active Aligners Website:

[www.activealigners.com](http://www.activealigners.com)

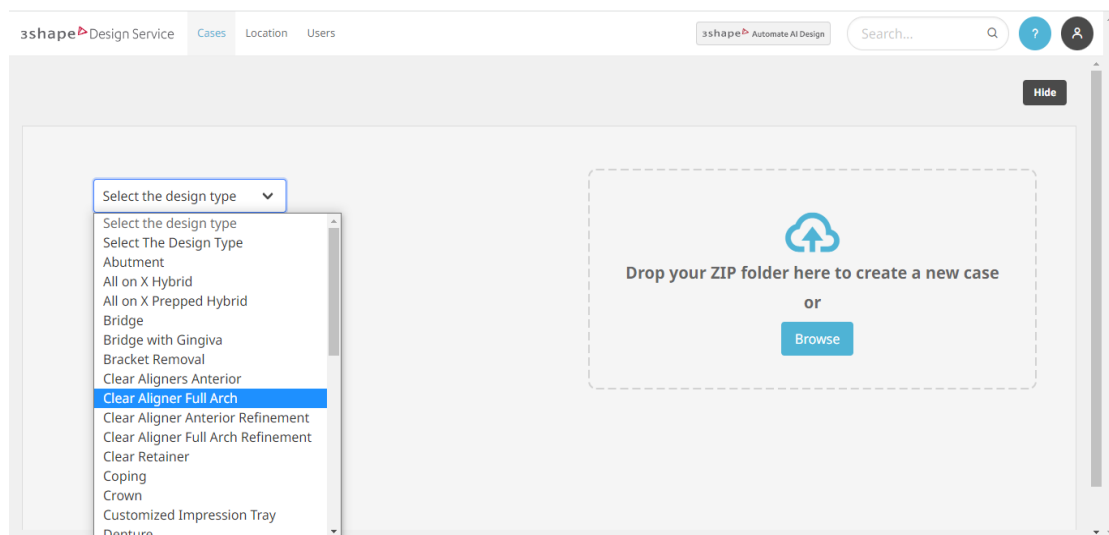
There is a password reset button below the log in box if required.



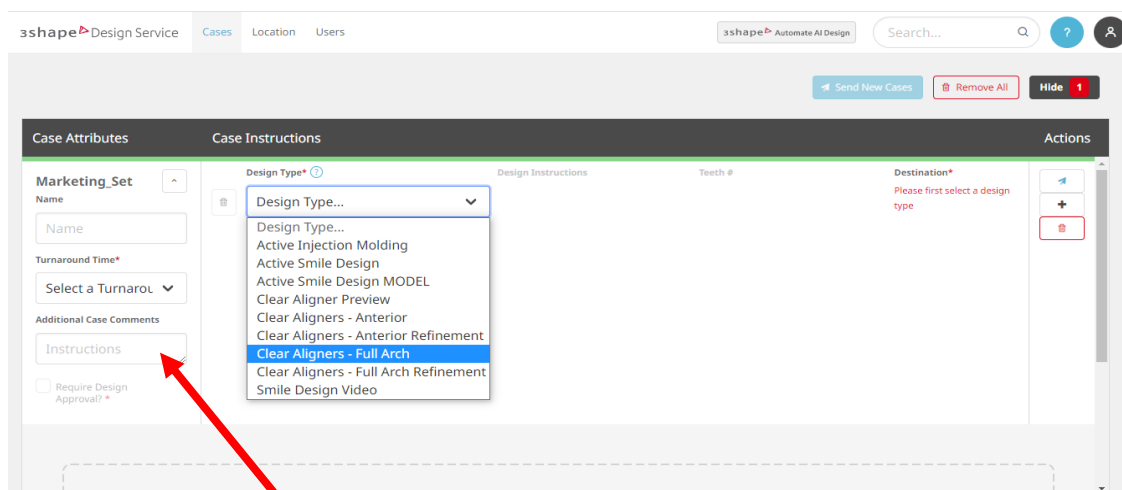
3. Click on **NEW CASES** (bottom right)



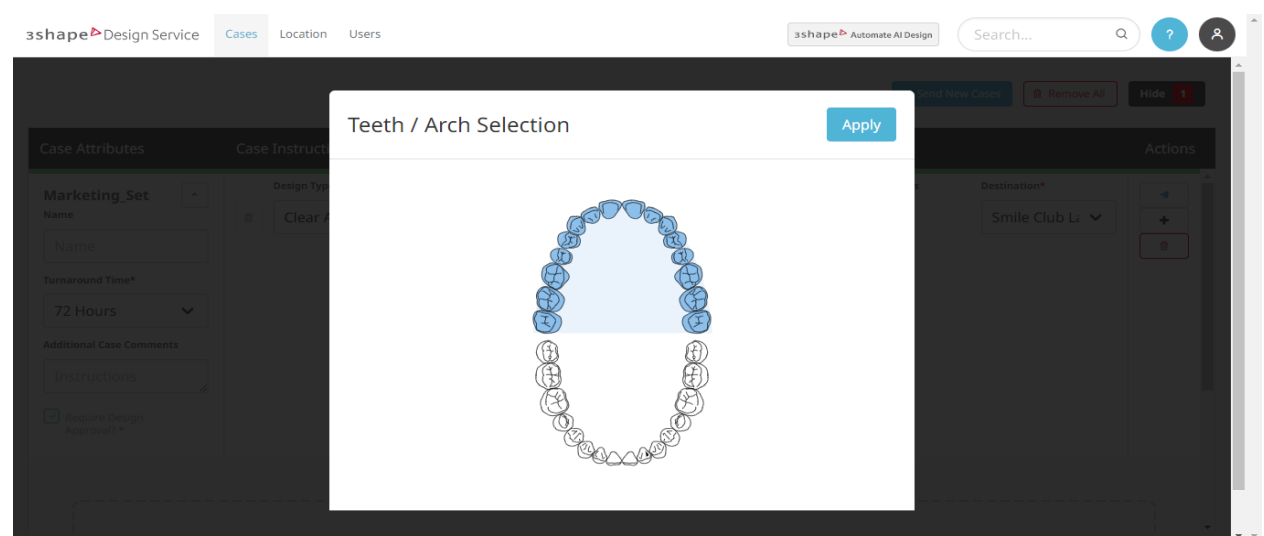
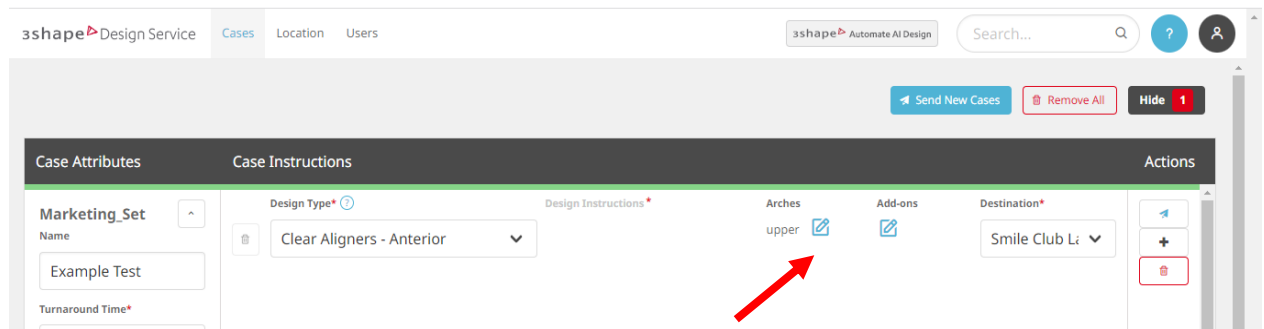
4. Drag and drop your zip folder with the photos or browse and select the folder  
5. Select Design type as **Clear Aligners – Anterior** (remember that a refinement should only be created after a patient has already completed an Active Aligners treatment)



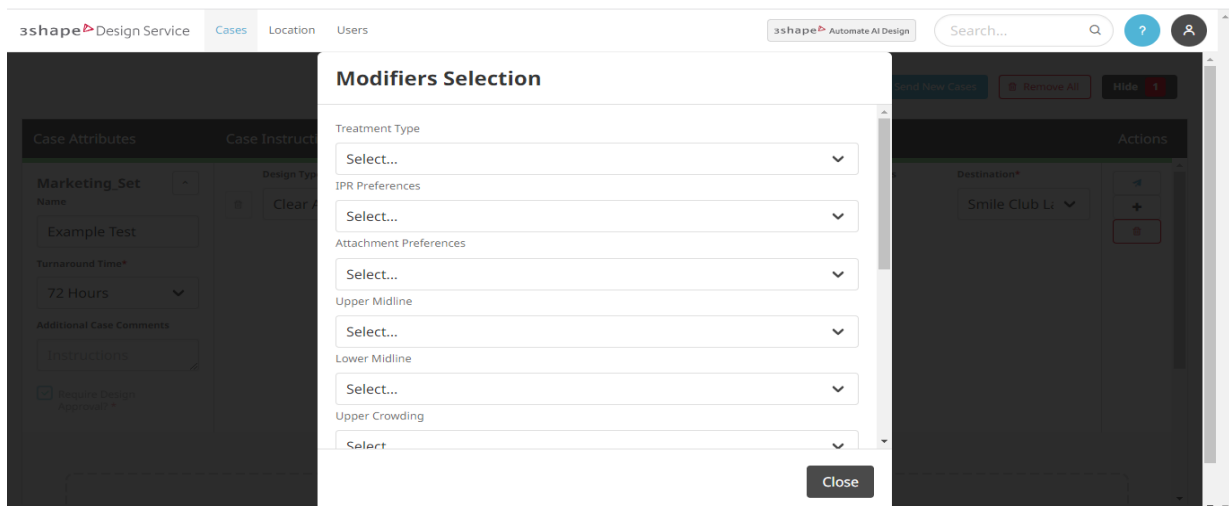
6. Then, Fill in patient name and any special instructions on the left



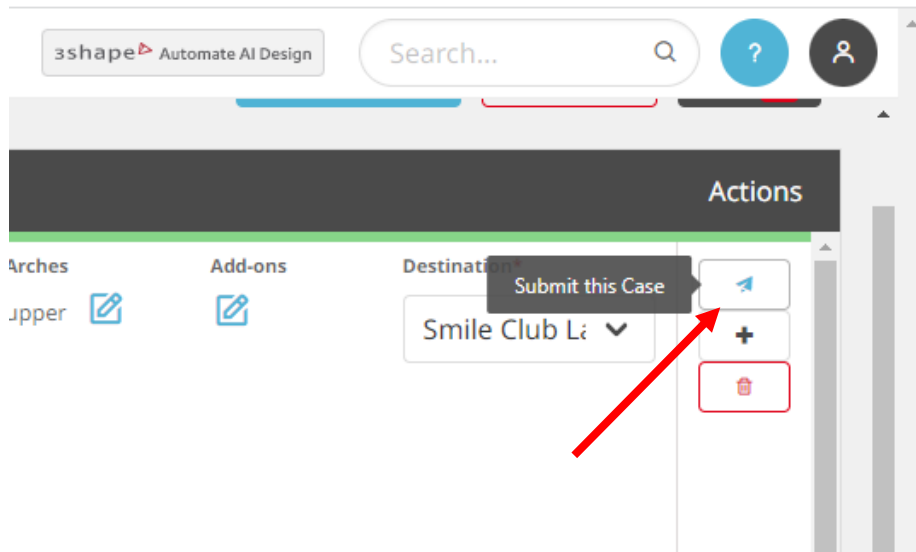
7. Click on arches – select arches to be treatment planned (click on one or both arches as needed)



8. Click on **Add Ons (modifiers)** – complete as necessary. **NB**, under retainers select **Yes export** retainers if you would like your free set of retainers (without attachments. Please note there is an extra charge for **model clean-up** and **Bracket removal** which will be added to your treatment plan invoice if selected).

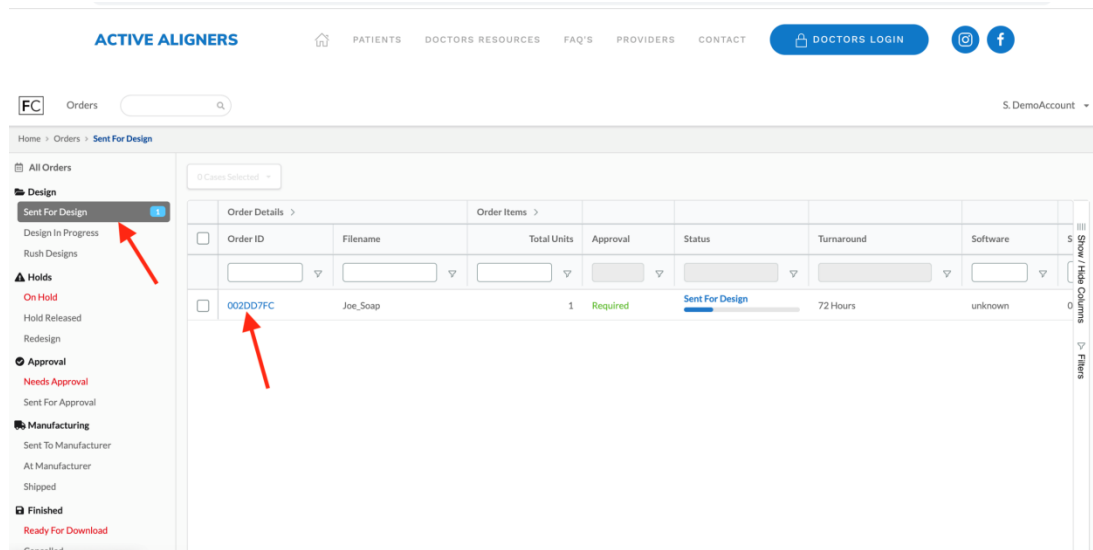


9. You can then submit the case for treatment planning (blue arrow in top right corner)

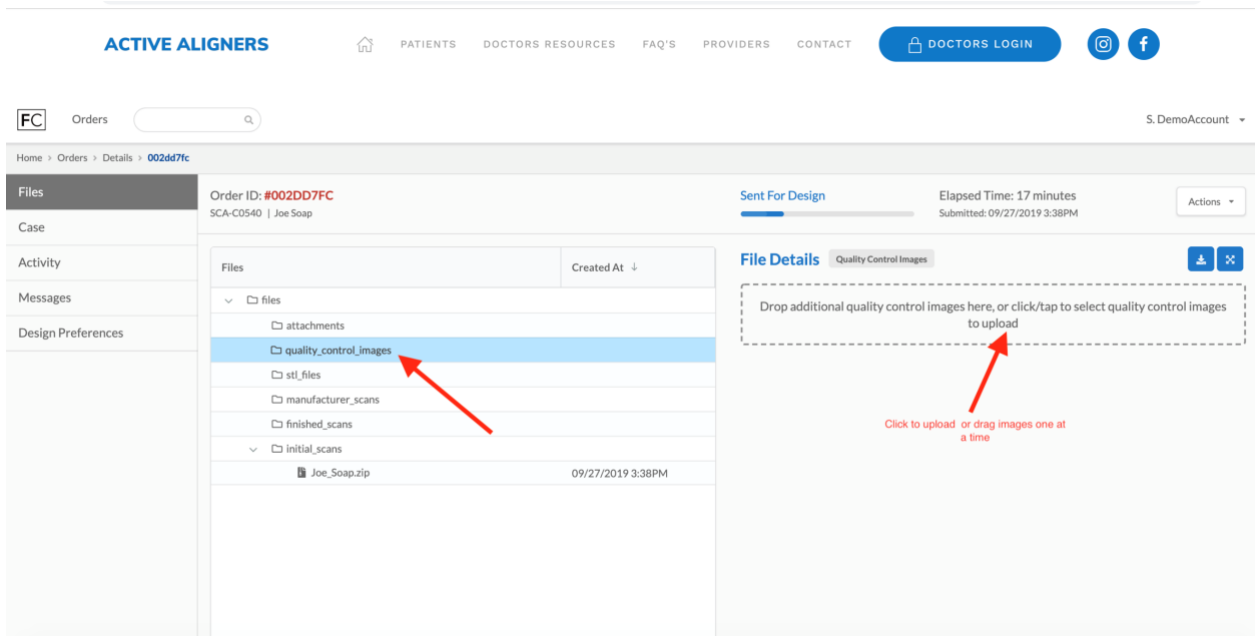


10. Once the order is created you will be able to see the order under “Sent for Design”. We will now add scans/ scans of impressions to the case so that treatment planning may begin (around 72 hours).

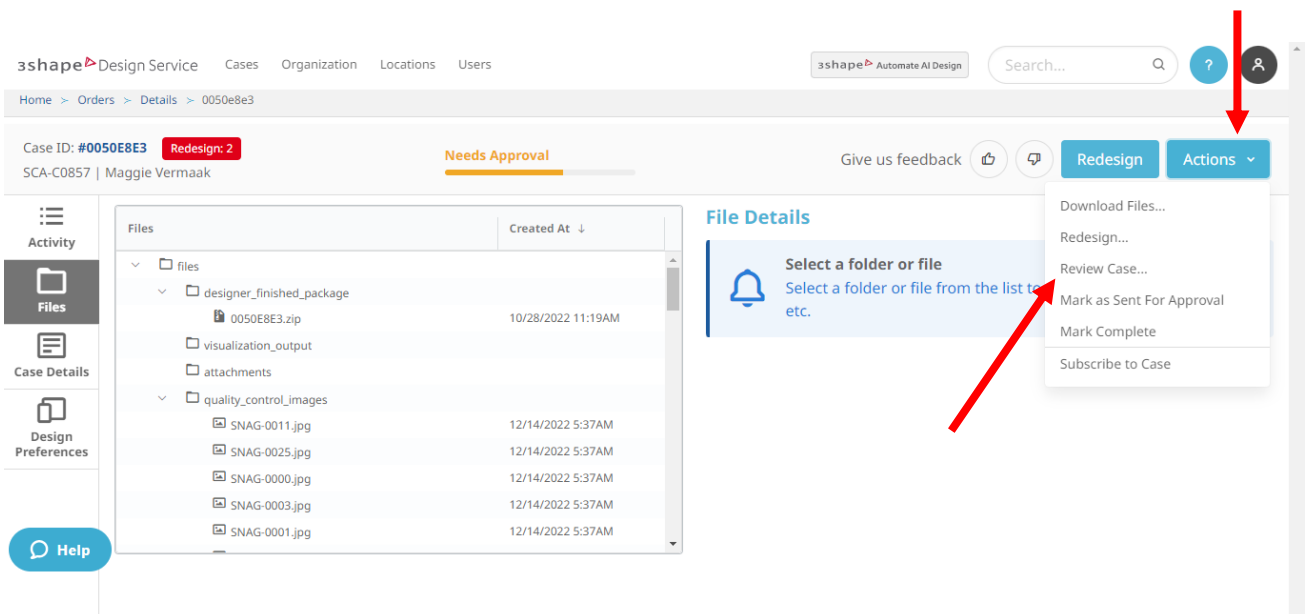
Click on the **blue order ID** shown below to open the case up.



10. You can add extra images etc if needed, see below. Click on quality control images and on the right, there will be the option to upload or drag new files.

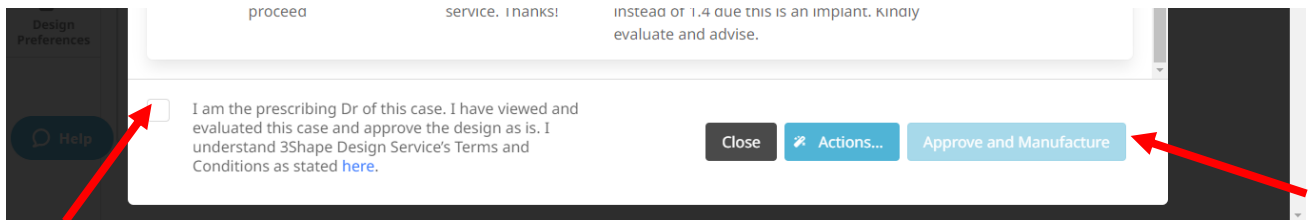


11. Once the case has been treatment planned, it will move to **Needs Approval**. To review the case, click **Actions** (top right) and choose **review case** from the drop-down menu.



A new window will open up. Here you will view the **treatment plan 3D simulation**, the amount of IPR required and at which stage, attachment positions and access a downloadable treatment plan pdf.

If you are happy with the outcome, please scroll down to the bottom of that window. **Click the box** on the left, next to **“I am the prescribing Dr”** and you will not that the **Approve and send to Manufacture** button will become available. Click on this to **send the case to manufacture**.

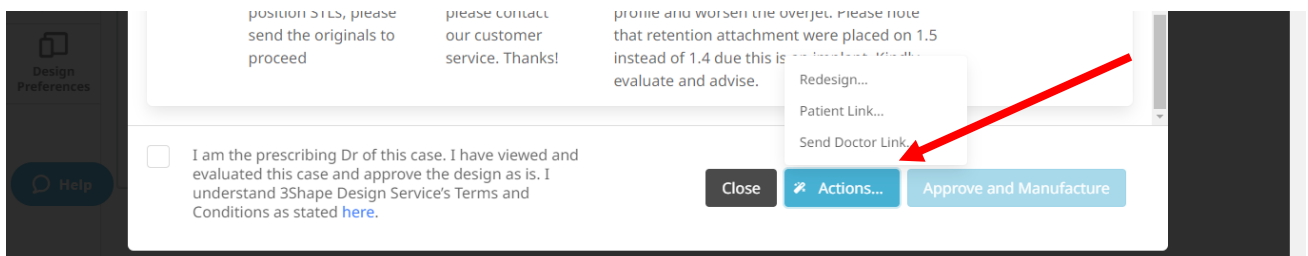


You will also note an **Actions** Button: if you click on this, you can choose to send a link for the treatment plan to either the patient or Doctor.

Please note that by law in South Africa, we cannot manufacture anything without a lab slip. We have an online lab slip that you can bookmark so that it is available whenever you submit any job to our lab. You will find it here:

[Smile Club Lab Slip](#)

You can also send the case to **Redesign** if you are not happy with the outcome that has been treatment planned.



If, for any reason, your case has been **put on hold**, please check the activity tab (on the left when you open up a patients case). The reason for placing the case on hold will be noted here. These can include:

- No scans uploaded
- Scans are not acceptable quality
- The patient is not a candidate
- The treatment planners need more information